

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### SUPERVISOR-PAYROLL

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#### **DEFINITION:**

Under the direction of the Senior Director-Financial Services, organize and direct the activities and operations of the Payroll Department; train, supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and direct the activities and operations of the Payroll Department; participate in the development and implementation of departmental policies and procedures.
- Direct the preparation of classified and certificated payrolls and related payroll cycle functions, including retirement audits, retirement invoices, internal and external audits and reconciliations of payroll taxes.
- Develop, maintain and implement departmental processes and procedures; analyze and recommend payroll and benefits software modifications; coordinate and participate in activities connected with the development and maintenance of automated payment systems.
- Assure accurate reporting of federal, State and special payroll taxes and fund contributions; distribute rate changes to interested parties; establish tax tables as required.
- Establish, create, develop and maintain payroll and position control data in the integrated software system including pay schedules, salary schedules, bonus codes, pay types, work calendars, control groups and voluntary deductions.
- Create, audit and file employee pay and tax documents and associated District clearing accounts; research and correct payroll discrepancies; prepare and file State and federal taxes and related reports and surveys.
- Serve as a technical resource to District administrators and staff regarding payroll policies; assist in the preparation of required analysis of payroll information for negotiations.
- Interpret and apply provisions of negotiated contracts between the District and bargaining units regarding payroll.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Attend a variety of meetings as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Associate's degree in accounting or related field and four years payroll experience.

#### **DESIRED QUALIFICATIONS:**

- Bachelor's Degree in accounting from an accredited college or university.

Knowledge of:

- Organization and direction of payroll operations and activities.
- Advanced principles and techniques involved in payroll preparation and processing.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation, maintenance, verification and processing of payroll records and reports.
- Generally accepted accounting principles, practices and procedures.
- Preparation, review and control of assigned accounts.
- Organizational payroll policies and objectives.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Advanced payroll functions of an educational organization.
- Principles and practices of data processing.
- Principles and practices of supervision and training.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Operate a computer and assigned office equipment.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Train and evaluate the performance of assigned staff.
- Coordinate communications, information and personnel to assure smooth and efficient payroll activities.
- Adopt and apply sound accounting methods to a variety of complex transactions.
- Assure proper and timely resolution of payroll discrepancies, issues and conflicts.
- Monitor, audit, adjust and reconcile payroll data.
- Identify, investigate and resolve financial errors and discrepancies.
- Compare numbers and detect errors efficiently.
- Participate in the development and implementation of payroll system enhancements.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.

- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 5/28/91**

**Board Approved: 7/1/91**

**FLSA Status: Exempt**

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